

## MEETING #1 January 5

At an Organizational Meeting of the Madison County Board of Supervisors on January 5, 2015 at 9:00 a.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: Doris G. Lackey, Member  
Jonathon Weakley, Member  
Robert W. Campbell, Member  
R. Clay Jackson, Member  
Kevin McGhee, Member  
V. R. Shackelford, III, County Attorney  
Ernest C. Hoch, County Administrator  
Jacqueline S. Frye, Deputy Clerk

### Agenda:

#### **1. Organizational Meeting Agenda**

Vice-Chair, Doris G. Lackey called the meeting to order – all members are present.

#### ***2. Pledge of Allegiance & Moment of Silence***

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

#### ***\*Adopt Agenda:***

Supervisor Jackson moved to adopt today's Agenda as presented, seconded by Supervisor McGhee.

Supervisor Campbell suggested that 'public comment' be added to today's Agenda.

Vote on the motion: *Ayes: Lackey, Jackson, Weakley, McGhee. Nays: Campbell.*

#### **3. Description of Meeting & Election Procedures (Presented by County Attorney)**

Supervisor Lackey advised the County Attorney will proceed with a description of the meeting election process (i.e. Chairman and Vice-Chairman).

The County Attorney provided a brief overview of the election process for Chair and Vice-Chair, as noted in the Virginia Code; once the election of a Chair is complete, the Chair will then continue the election process for the Vice-Chair.

The County Attorney also noted the established term of officers is for one (1) year or until a successor is elected; he questioned if the Board would like to continue this process for the New Year.

Supervisor Lackey moved the term for officers be established for one (1) year or until a successor is elected, seconded by Supervisor Campbell. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

#### **4. Election of Chairman**

The County Attorney then moved forward with opening the floor for nominations for the office of Chairman of the Madison County Board of Supervisors.

Supervisor Campbell nominated Supervisor **Jackson** for the position of Chairman of the Madison County Board of Supervisors for 2015.

Supervisor Jackson nominated Supervisor Lackey for the position of Chairman of the Madison County Board of Supervisors.

With no further nominations being brought forth, the County Attorney closed the floor for nominations.

Supervisor Campbell: Provided reasons as to why he feels Supervisor Jackson would be the best candidate for Chairman of the Board of Supervisors.

Supervisor McGhee: Provided **offered** his ideas as to why he feels Supervisor Jackson would make a good Vice-Chair, and expressed that he's most comfortable with the current officers remaining in place for the year.

With no further discussion, the County Attorney closed the floor and called for a vote on the nominations for the Chairman of the Madison County Board of Supervisors:

#1: Supervisor Jackson: *Nays: Weakley, Jackson, Lackey, McGhee. Ayes: Campbell*

#2: Supervisor Lackey: *Ayes: Weakley, Jackson, Lackey, McGhee. Nays: Campbell*

The County Attorney advised the nomination has received the majority vote and Supervisor Lackey has been selected as the Chairman of the Madison County Board of Supervisors for a term of one (1) year or until a successor has been elected, and proceeded to turn the meeting over to the Chairman elect.

## **5. Election of Vice-Chair**

Chairman Lackey proceeded to open the floor for nominations for the Vice-Chairman of the Madison County Board of Supervisors.

Supervisor McGhee nominated Supervisor Jackson for the position of Vice-Chairman of the Madison County Board of Supervisors.

With no further nominations being brought forth, Chairman Lackey closed the floor for nominations.

Chairman Lackey called for a vote on the nomination for the Vice-Chairman of the Madison County Board of Supervisors: *Ayes: Weakley, Jackson, McGhee, Campbell, Lackey. Nays: (0).*

## **6. Establishment of meeting dates and locations for calendar year 2014**

Chairman Lackey advised the Board will need to establish meeting dates, times and locations for the 2015 calendar year.

- a. Planning Commission Meetings [Joint]: (Currently 1<sup>st</sup> Wednesday of each month beginning at 7:00 p.m. – workshop session on the 3<sup>rd</sup> Wednesday of each month ):

Supervisor Jackson moved the Planning Commission meeting schedule remain as set for the 1<sup>st</sup> Wednesday of each month beginning at 7:00 p.m., seconded by Supervisor Weakley.

The County Attorney advised the Board will need to also establish the location of the meeting(s).

Supervisor Jackson amended his motion to include the meetings will be held in the auditorium of the Madison County Administrative Center, located at 414 N. Main Street, seconded by Supervisor Weakley. Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

- b. Regular Meetings (Board of Supervisors): Currently the 2<sup>nd</sup> Tuesday of each month beginning at 4:00 p.m. in the auditorium of the Madison County Administration Center):

Supervisor Weakley moved the Regular Meetings of the Madison County Board of Supervisors continue on the 2<sup>nd</sup> Tuesday of each month at 4:00 p.m. in the auditorium of the Madison County Administration Center, located at 414 N. Main Street, seconded by Supervisor Jackson. Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

- c. Workshop Session Meetings: (Currently the 4<sup>th</sup> Tuesday of each month at 6:00 p.m. at the Thrift Road Office located at 302 Thrift Road, Madison):

After discussion, it was noted the workshop sessions can no longer be held at 302 Thrift Road and have been held at the Madison Fire hall Lounge, located at 1223 N. Main Street, Madison.

Supervisor Jackson moved the Workshop Sessions of the Madison County Board of Supervisors continue on the 4<sup>th</sup> Tuesday of each month beginning at 6:00 p.m. to be held at the Madison County Fire hall located at 1223 N. Main Street, Madison, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Discussions focused on whether the meetings will be held in the fire hall for the entire year; it was noted by the County Administrator that members of the local fire department have advised the Board meetings can be held at the fire hall lounge room in the event the larger meeting space is occupied.

- d. Organizational Meeting for 2016: (Currently held the first business day of each new year or as soon as possible:

The County Attorney advised the first business day of the New Year will be Friday, January 2, 2016; however, it was noted this may be designated as a State holiday.

Supervisor Campbell moved the 2016 Organizational Meeting be scheduled for Monday, January 4, 2016 at 9:00 a.m. in the auditorium of the Madison County Administration Center, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

## **7. Establish parliamentary procedures for 2015**

Chairman Lackey advised the Board must establish parliamentary procedures for 2015; establish the 11<sup>th</sup> edition of Robert's Rules of Order operating procedures for guidance on parliamentary procedures; and to designate the County Attorney as the Parliamentarian, or the County Administrator in the absence of the County Attorney.

The County Attorney advised the Board's Bylaws are the first level of procedures; the Robert's Rules of Orders come into play if the Board's Bylaws are silent on a particular issue and/or procedure. In closing, he suggested the Board adopted its Bylaws in February 2014, which remain in effect until a change is acted upon, and could be re-adopted. In closing, he also noted the Board's Code of Ethics also remains in effect until change on the part of the Board.

Chairman Lackey asked that if the Board concurred, Item #8 and Item #9 should be moved before Item #7.

#### ***8. Consideration of the Madison County Board of Supervisors Code of Ethics***

Supervisor Campbell moved the Board re-adopt the Board's Code of Ethics for 2015, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

#### ***9. Consideration of the Madison County Board of Supervisors Bylaws***

Supervisor Campbell moved the Board re-adopt the current Bylaws with the current changes noted in meeting dates, times and locations as to be noted in Section 2-1, Paragraph A, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Chairman Lackey advised the Board will need to adopt Robert's Rules of Order, 11<sup>th</sup> Edition, and to designate the County Attorney as the Parliamentarian and his absence, the County Administrator, in order to cover any issues not covered in the Board's adopted Bylaws.

Supervisor Campbell moved the Board adopt Robert's Rules of Order (11<sup>th</sup> Edition ) and designate the County Attorney as the Parliamentarian, and in his absence, the County Administrator, for the interpretation of anything not covered in the Board's adopted Bylaws, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

#### ***8. Consideration of the Madison County Board of Supervisors Code of Ethics***

#### ***9. Consideration of the Madison County Board of Supervisors Bylaws***

### **10. Establish appointments to various boards, commissions and committees**

Chairman Lackey advised the Board will need to proceed with appointments to Boards/Commissions.

After discussion, it was the consensus of the Board to take each item separately.

#### **1. Blue Ridge Committee:**

- a. Jonathon Weakley, Board Representative
- b. Citizen: James Ballard and Bruce Bowman
- c. Robert Campbell, Board Alternate

Supervisor Jackson moved the recommendation be approved as presented, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

#### **2. Board of Zoning Appeals:**

*\*Members appointed by the Circuit Court Judge\**

*It was noted there is a vacancy on the Board of Zoning Appeals; this matter will be discussed with Betty Grayson, Zoning Administrator. Names will be inserted once this information is attained.*

#### **3. Building Code of Appeals Board:**

- a. J. Daniel Crigler
- b. T. Ray Lindsey
- c. Edward Lee Jenkins
- d. Richard Bartholomew
- e. William R. Pooton
- f. Scott Lohr, Alternate

Supervisor Campbell moved the reappointment of all members currently serving on the Building Code of Appeals Board, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

*After discussion, it was suggested the County Administrator research the terms for the members currently serving.*

3. Central Virginia Regional Jail Authority
  - a. Steven S. Hoffman
  - b. Kevin McGhee, Board Alternate

Chairman Lackey referred to the "Articles of Incorporation" and advised that an Alternate should be appointed, and suggested Supervisor McGhee be designated as the Board Alternate.

Supervisor Campbell moved the appointment of Supervisor McGhee as the Board Alternate, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Supervisor Jackson moved the reappointment of Steven S. Hoffman, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Discussions focused on whether the County Administrator should be designated as an Alternate. It was suggested a Board member be designated, and also suggested the County Administrator attend the meetings.

3. CIP Board Appointees:
  - a. Kevin McGhee
  - b. Robert Campbell

Supervisor Jackson moved the reappointment of the current CIP Committee, seconded by Supervisor Weakley.

After discussion, it was noted the Board doesn't appoint the School Board's representatives, but Supervisors' representatives only.

Supervisor Jackson moved to amend the original motion to reappoint Supervisor McGhee, Supervisor Campbell and the County Administrator as the County appointees to the CIP Committee, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

4. CSA Board
  - a. Jonathon Weakley

Supervisor Jackson moved the Board reappoint Supervisor Weakley, seconded by Supervisor Weakley, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

5. Emergency Services Director
  - a. Doris G. Lackey
  - b. County Administrator

Supervisor Campbell moved the Board reappoint the Board Chair and County Administrator, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

6. Germanna Community College
  - a. Ann Tidball

\*No action required at this time\*

7. Industrial Development Authority
  - a. Stephen Hill
  - b. Maxwell Lacy
  - c. Bill Price
  - d. Paul Utz
  - e. Steve Grayson

The County Attorney advised that Mr. Hill and Mr. Utz have expressed a willingness to serve an additional term; it was suggested the additional members (whose terms will expire in April 2015) be reappointed, subject to their agreement to continue serving.

Supervisor Jackson moved the Board reappoint all four (4) IDA members whose terms have expired and those that will expire in April 2015, subject to their agreement to continue serving, seconded by Supervisor Campbell. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

8. Liaison to Madison Town Council

- a. Robert Campbell
- b. R. Clay Jackson

Supervisor Weakley moved the Board reappoint the existing Board members to serve as liaisons to the Madison Town Council, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

9. Liaison to the School Board:

- a. Jonathon Weakley
- b. Clay Jackson
- c. County Administrator

Supervisor McGhee moved the Board reappointment the current members to serve as the Liaison to the School Board, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

10. Madison Extension Council

- a. R. Clay Jackson

Supervisor Campbell moved the Board reappointment Supervisor Jackson to serve as the Board's representative to the Madison Extension Council, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

11. Park & Recreation Authority

- a. Eddie Dean
- b. Danny Crigler
- c. Donald Daniel

Supervisor Campbell moved the Board reappointment Mr. Dean, Mr. Crigler and Mr. Daniel to serve on the PRA Board, seconded by Supervisor Jackson. *Ayes: Jackson, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

12. PD-9 & PD-10 Workforce Act

- a. Doris G. Lackey

Supervisor Campbell moved the Board reappoint Chairman Lackey to continue serving as the Board's representative on the PD9 Workshop Act Board, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

13. Madison County Planning Commission

- a. R. Clay Jackson

Supervisor McGhee moved the Board reappoint Supervisor Jackson to serve as the Board's representative on the Madison County Planning Commission, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

14. Rapidan Service Authority:

- a. Troy Coppage
- b. Steven S. Hoffman

\*No action is needed at this time\*

15. Rappahannock Juvenile Detention Center

- a. Alfred Goossens

The County Administrator referred to correspondence received from the RJDC that indicated appointments must be for at least one (1) year and not for six (6) months; the Board will need to work towards establishing a more permanent appointment.

Supervisor Campbell moved the Board appoint Mr. Steven Hoffman to serve on the Rappahannock Juvenile Detention Board.

***\*Motion died for the lack of a second\****

After discussion, it was the consensus of the Board to advertise for candidates; representation will remain as is until a new candidate can be appointed. In closing, it was noted this topic will be added to the January Regular Meeting for further discussion once further clarification has been provided.

16. Rappahannock River Basin Commission:

- a. Jonathon Weakley  
b. Kevin McGhee, Board Alternate

Supervisor Campbell moved the Board reappoint Supervisor Weakley and Supervisor McGhee to serve as the Board's representatives on the Rappahannock River Basic Commission, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

17. Rappahannock Rapidan Community Services Board

- a. Bonita Burr  
b. Robert Legge  
c. Clare Lillard

\*No action is necessary as appointments are already in place\*

18. Planning District 9 – Piedmont Workforce Network

- a. Doris Lackey

Supervisor Campbell moved the Board reappoint Chairman Lackey to serve as the Board's representative on the Planning District 9 – Piedmont Workforce Network Board, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

19. Shenandoah Committee

- a. County Administrator  
b. Tracey Williams Gardner

20. Skyline Community Action Program

- a. Jerry J. Butler  
b. Jonathon Weakley, Board Representative

Supervisor Jackson moved the Board reappoint the current representatives on the Shenandoah Committee and the Skyline Community Action Program as presented, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

21. Social Services Department

- a. Doris G. Lackey

Supervisor Jackson moved the Board reappoint Chairman Lackey to serve as the Board's representative on the Social Services Department Board, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

22. Thomas Jefferson Area Criminal Justice Services Board

- a. Michael Styles  
b. James Reid

It was noted the appointments were made during the last year. It was also noted the appointment for Mr. Reid is noted as being for one year, but is automatically renewed as a result of his position (Assistant Commonwealth Attorney).

After discussion, it was suggested the appointment terms be investigated (i.e. one or four year term).

#### 23. Thomas Jefferson EMS Council

- a. Kevin McGhee
- b. Jonathon Weakley (Alternate)

Supervisor Jackson moved the Board reappoint the current representatives on the Thomas Jefferson EMS Council, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

#### 24. Topping Fund

- a. R. Clay Jackson
- b. Jonathon Weakley
- c. Shelter Staff
- d. Annette Dodson
- e. Greg Cave
- f. County Administrator

Supervisor Campbell moved the Board reappointment the current representatives serving on the Topping Committee, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

#### 25. Tourism Committee

- a. Tracey Williams Gardner
- b. Lynn Graves
- c. Sandra Aldrich
- d. Dreama Travis
- e. Ann Tidball
- f. Janine Jensen

Supervisor Campbell questioned if a Board member could be added to the Tourism Committee.

After discussion, it was the consensus of the Board to address today's request at the January Regular Meeting session, after review of the Tourism Committee statutes and adopted bylaws.

In closing, the County Administrator advised the Tourism Committee expanded its membership during the past year. Although the Board could independently expand the Committee, he feels the Tourism Committee may need to place this item on their meeting Agenda for discussion and/or possible action.

#### 26. Transportation Committee

- a. Robert Legge
- b. Roger Gooding
- c. Robert Campbell
- d. Kevin McGhee
- e. (Vacancy)
- f. (Vacancy)
- g. (Vacancy)

It was denoted there are three (3) vacancies on this particular Board.

The County Administrator advised that although there has been an increase in transportation discussions, this particular committee hasn't gotten together.

Supervisor Jackson moved the Board reappoint the representatives serving on the Transportation Committee and advertise for three (3) additional candidates, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

27. VACO

- a. Doris G. Lackey
- b. County Administrator

The County Administrator advised the VACo committees don't require any action on the part of the Board; today's documentation lists Board members that are assigned to various committees for the year and will be appointed by VACo later this week.

28. Recycling Committee

- a. Robert Legge
- b. Deloris Kreis
- c. Elizabeth White
- d. Bonnie Dixon
- e. Thora Pullen

Supervisor Weakley moved the Board reappoint the current representatives serving on the Recycling Committee, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

11. **Information/Correspondence (if any)**

- Supervisor Weakley: Update on the post office issue.
- County Administrator: Advised several congressional offices have addressed the County's concerns; however, it appears nothing additional has been made known; it appears the USPS plans to move forward with the proposed changes.

Chairman Lackey announced the January Regular Meeting will be held on Tuesday, January 13, 2015 at 4:00 p.m. in the auditorium.

12. **Adjournment**

With no further action being required by the Board, on motion of Supervisor Jackson, seconded by Supervisor Weakley, adjourned the meeting. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

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Doris G. Lackey, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors

Adopted on: February 11, 2015

Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell,  
Kevin McGhee, V. R. Shackelford, III & Constitutional Officers

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**Agenda**  
**Organizational Meeting**  
**Madison County Board of Supervisors**  
**Monday, January 5, 2015 at 9:00 a.m.**  
**County Administration Building, Auditorium**  
**414 N Main Street, Madison, Virginia 22727**



**Order of Business;**

1. Call to Order/ Determine Presence of a Quorum
- 2. *Pledge of Allegiance & Moment of Silence***
3. Description of Meeting & Election Procedures (by County Attorney or designee)
4. Election of the Chairman
5. Election of the Vice-Chair (Conducted by the new Chairman)
6. Establishment of meeting dates and locations for calendar year 2015
  - a. Planning commission meetings
  - b. Regular meetings
  - c. Workshop session meetings
  - d. Organizational meeting for 2016
7. Establish parliamentary procedures for 2015
  - a. Establish Robert's Rules of Order (11th Edition) as guidance on questions of parliamentary procedures for 2015, and designate the County Attorney to serve as Parliamentarian in 2015; or in his absence, the County Administrator
8. Consideration of the Madison County Board of Supervisors Code of Ethics
9. Consideration of the Madison County Board of Supervisors Bylaws
10. Establish appointments to various boards, commissions and committees
11. Information and or correspondence
12. Adjournment